



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Division of Solid Waste Management
401 Church Street, 5th Floor
Nashville, TN 37243

MEMORANDUM

DATE: July 15, 2008

TO: All Counties, Cities, Solid Waste Authorities and Non-profit Recycling Organizations

FROM: Ronald E. White
Grants Program Manager

SUBJECT: Grants for the Purchase of Recycling Equipment for Fiscal Year 2009

The Solid Waste Management Act of 1991 as amended made possible the establishment of a grant program for the purpose of purchasing recycling equipment. We are enclosing the Grant guidance document giving pertinent details regarding eligibility and application requirements for Fiscal Year 2009. A local match of 10%-50% will be required. The necessary applications forms have been included. First priority will be given to applicants that employ developmentally disabled individuals. Second priority will be given to applicants that include paint recycling and diversion programs along with standard requests for recycling equipment. Third priority will be given to applicants requesting standard recycling equipment.

As you know, each application is reviewed by a team of raters who evaluate the merits of your recycling program based on the information contained in the narrative you prepare. Applicants are reminded to follow the format provided in Attachment I, (Contents of Narrative for Recycling Equipment Grant Applications), answering item numbers one (1) through nine (9) with items number one (1) and number two (2) having no point value. Give concise, complete information. It is important that each section of the narrative be read carefully and answered thoroughly. Also, give specific information about your program and what you are planning to do. Please check section three (3) of the regional Annual Progress Report (APR) to confirm that the equipment being requested is included in the regional plan. If it is not included, an amendment to the APR must be submitted adding the equipment and an explanation of need.

Applications must be signed and dated by the regularly authorized representative (county mayor, city mayor, etc.) unless a resolution is included which authorizes another signee.

If you are awarded this grant, do not purchase any equipment or enter into any obligations until you receive the executed (approved) grant from this office with the Commissioner's signature.

Pay close attention to the deadline of Tuesday, **September 2, 2008** for submitting the application. If you mail the application the last week before the deadline, please send it by overnight mail to be sure it arrives in our office **by 4:30 p.m. on or before the deadline.**

Good Luck!! We look forward to working with you on your purchase of your recycling equipment. If you have any questions concerning the application, please contact me at (615) 532-4967 or Larry Christley at (615) 532-0744.

REW:

Enclosures

THE SOLID WASTE MANAGEMENT ACT OF 1991
T.C.A. 68-211-825
Grants for the Purchase of Recycling Equipment
Guidelines

Statutory Authority

T.C.A. 68-211-825: "From funds available from the solid waste management fund, the department shall establish a matching grant program for the purchase of equipment needed to establish a grant program for the purchase of equipment needed to establish or upgrade recycling at a public or not-for-profit recycling collection site. Such equipment may include, but is not limited to, containers, balers, crushers, and grinders."

The match has been determined by the Department, using an economic index (See Attachment II, FY 2008-2009 Recycling Equipment Grant County Match % Requirements) based on factors which include per capita income and property values of the jurisdiction served. The match amounts are from 10%-50% with those within the lower economic scale eligible for the lower matching rates. Cities and non-profit agencies will be required to meet the required match for the county in which they are located.

Eligibility

Counties, cities, solid waste authorities and nonprofit organizations chartered in the State of Tennessee, or organizations which have been determined to be tax exempt nonprofit organizations by the Internal Revenue Service may apply for grants under T.C.A. 68-211-825.

First priority will be given to applicants that employ developmentally disabled individuals. Second priority will be given to applicants that include paint recycling and diversion programs along with standard requests for recycling equipment. Third priority will be given to those applicants requesting standard recycling equipment. Applicants may request a grant of up to \$25,000 for the purchase of key recycling equipment needed to establish a new collection site, to improve the operation of an existing collection site, or to prepare recovered materials for transport and marketing. Give specific justification for each piece of equipment requested. Pick-up trucks will not be considered for funding.

Applicants should research the equipment they are seeking to purchase and get accurate price information prior to submitting their application. The awards will be made based on the estimates in the grant application and will not be increased. Payments will be approved for the award amount or the invoice amount, whichever is less.

Counties and/or municipalities which are eligible to receive a recycling rebate, as directed by T.C.A. 68-211-825(b), are not eligible to receive a recycling equipment grant. The rebate credits are in lieu of grants. In Fiscal Year 2009, rebate counties are Davidson, Hamilton, Knox, Madison, Maury, Montgomery, Rutherford, Shelby, Sullivan, Sumner, Williamson, and the municipalities located within these counties.

Amount

Grants are competitive and will be awarded on the basis of merit, according to the evaluation criteria and weightings assigned in these guidelines. No grant may exceed \$25,000. The Department has set aside \$400,000 for this offering.

All grant recipients will be required to purchase and pay for the equipment authorized under the grant and contribute the required percentage of matching funds. When equipment has been installed and is operational as confirmed by a physical inspection, the grantee may request reimbursement. This request for reimbursement should include support documentation (invoices, copies of checks issued for payment, etc.) before grant funds will be released. In-kind contributions will not be considered.

All grants awarded will have a specific expiration date. Recycling equipment must be purchased, delivered, installed, and operational on or before the date specified in the grant. No grants will be extended.

Application

Applicants must complete the Grant Application and prepare the requested narrative (See Attachment I, Contents of Narrative for Recycling Equipment Grant Applications). Please give complete, concise answers and follow the given format answering items number 1 through 9 in order. The application must be certified and signed by an officer legally authorized to sign for the applicant. Applications signed by anyone other than the regularly authorized agent (county mayor, city mayor, etc.) must include a resolution from the appropriate governing body giving the signee this authority.

Submission Date

One application (with an original signature) and the narrative in Attachment I should be submitted to and received by the Department of Environment and Conservation on or before Tuesday, September 2, 2008. Faxed copies and E-mailed applications will not be accepted. Applications received after 4:30 p.m. on Tuesday, September 2, 2008 will be returned to the applicant without review.

Evaluation and Rating

The Tennessee Department of Environment and Conservation will review all applications. Once the application is determined to be complete, the merits of each proposal will be evaluated based on the following criteria and weightings.

These topics coincide with Attachment I, Contents of Narrative for Recycling Equipment Grant Applications, items 3 through 9. **Items 1 & 2 have no point value.**

- 5 Equipment description and purpose**
- 25 Consistency with regional solid waste plan**
- 10 Coordination with other solid waste facilities**
- 25 Program design and efficiency**
- 20 Demonstration of need**
- 10 Marketing strategy**
- 5 Community education and outreach**
- 100 Total Points Possible**

Award

The Department of Environment and Conservation should announce recycling equipment grant awards and commit funds to meet the obligation approximately sixty (60) days after completion of the application review process.

Attachment II

FY 2008-2009 RECYCLING EQUIPMENT GRANT COUNTY MATCH % REQUIREMENTS

County	Match % Required
Davidson	50%
Shelby	
Williamson	
Hamilton	
Knox	
Sumner	
Wilson	
Rutherford	
Montgomery	
Sullivan	
Green	
Sevier	
Blount	
Madison	
Loudon	
Anderson	
Maury	
Washington	
Bradley	
Coffee	40%
Robertson	
Fayette	
Putnam	
Cheatham	
Hamblen	
Bedford	
Roane	
Dickson	
Dyer	
Gibson	
Tipton	
Obion	
Cumberland	

County	Match % Required
Lincoln	30%
Franklin	
McMinn	
Warren	
Hawkins	
Marshall	
Giles	
Hardin	
Henry	
Jefferson	
DeKalb	
McNairy	
Cannon	
Lawrence	
Unicoi	
Weakley	
Henderson	20%
Carter	
Humphreys	
Monroe	
Smith	
Carroll	
Rhea	
Crockett	
Haywood	
Campbell	
Moore	
Polk	
Claiborne	
Decatur	
Macon	
Hardeman	
White	

County	Match % Required
Cocke	20%(cont.)
Fentress	
Jackson	
Marion	10%
Chester	
Overton	
Perry	
Lauderdale	
Sequatchie	
Stewart	
Van Buren	
Hickman	
Benton	
Houston	
Scott	
Grainger	
Meigs	
Trousdale	
Union	
Johnson	
Bledsoe	
Grundy	
Morgan	
Wayne	
Lewis	
Clay	
Pickett	
Hancock	
Lake	

Attachment III

Paint Recycling Equipment – Priority Two Consideration

Large Scale

Operation: Latex paint would be reconditioned to produce a high quality, versatile product and result in a very significant reduction in the volume of latex paint that needs to be disposed. In addition, the program would have a reuse area for citizens to claim usable oil based paint that is kept in its original container. The remaining oil based paint would be handled by the State's HHW contractor. Waste latex is dried and land filled or incinerated or beneficially reused as in a Portland cement additive. No latex paint will be handled by the State's contractor. This operation should be processing a minimum of 10,000 pounds of paint a year. The price range for this operation should be from \$10,000 to \$20,000 depending on the size of the operation.

Equipment: The key difference from this type of operation and other paint recycling operations is a mixing vat and a high speed mixer. Other necessary equipment includes a pump for high viscosity liquids, several 55 gallon drums, and screens for the drums. Other potential equipment includes an air compressor, one or more can opening machines, and one or more can crushers. The mixing vat could be one designed specifically for paint or one designed for other purposes such as dairy vats or jelly mixing tubs. Shelving is needed for distribution of paint to the public.

- Process at least 10,000 pounds of paint per year
- Costs \$10,000 to \$20,000
- Necessary equipment- large mixer, large vat, 55-gallon drums, screens for drums, pump, shelving
- Optional equipment- can opener(s), can crusher(s), air compressor
- Supplies- paint additives, paint filters, colorants, paint buckets, and paint labels

Medium Scale

Operation: Oil-based and latex paints are segregated. Usable oil-based paint is set aside for the reuse by local government or the public. Unusable oil-based paint is boxed for pick-up by the mobile HHW contractor. Latex paint is segregated by color into 55-gallon drums. A mixer designed for this purpose is used to blend the paint in the drums. No additives are used in this process. The paint is then pumped through a filter into pails and labeled for reuse. The paint that is produced is typically of a lower quality and fewer color varieties than reconditioned paint, but can still be used for a number of uses such as graffiti abatement, outdoor applications such as fences and picnic shelters, as well as exterior use for homes. Waste latex is dried and land filled or incinerated. The State's HHW contractor will not handle any latex paint. This operation should process a minimum of 500 pounds of paint a year. The price range for this operation is from \$500 to \$2000.

Equipment: This type of operation would require 55-gallon drums with special manufactured screen tops, a drum mixer, and a pump for high viscosity liquids. Other potential equipment includes an air compressor, a can opening machine, and a can crusher. Shelving is needed for distribution of paint to the public.

- Process at least 500 pounds of paint a year
- Costs \$500 to \$2000
- Necessary equipment- drum mixer, 55-gallon drums, screens for drums, pump, shelving
- Optional equipment- can opener, can crusher, air compressor
- Supplies- 5 gallon buckets with lids and labels for buckets

Small Scale

Operation: Oil-based and latex paints are segregated. Usable oil-based paint is set aside for the reuse by local government or the public. Unusable oil-based paint is boxed for pick-up by the mobile HHW contractor. Latex paint is segregated by color into 2-5 gallon buckets. An electric drill with a paint mixer attachment is used to blend the paint in the buckets. Once the bucket is full of the desired color, place a lid on the container and indicate the color by daubing some paint on the lid. No additives are used in this process. The paint that is produced is typically of a lower quality and fewer color varieties than reconditioned paint, but can still be used for a number of uses such as graffiti abatement, outdoor applications such as fences and picnic shelters, as well as exterior use for homes. Waste latex is dried and land filled or incinerated. The State's HHW contractor will not handle any latex paint. This operation should process a minimum of 200 pounds of paint a year. The price range for this operation is from \$500 to \$1000.

Equipment: This type of operation would require 2-5 gallon buckets with lids, an electric drill with paint mixing attachments, a flathead screwdriver/paint can opener, and an extension cord.

- Process at least 200 pounds of paint a year
- Costs \$500 to \$1000
- Necessary equipment- electric drill, flathead screwdriver/paint can opener, extension cord
- Supplies- 2-5 gallon buckets with lids



**DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF SOLID WASTE MANAGEMENT**

5th Floor, L & C Tower
401 Church Street
Nashville, TN 37243

Local Governments Ineligible for Recycling Equipment Grants

The following counties and municipalities are not eligible for the recycling equipment grant as they are receiving recycling rebates for FY 2008-2009. They are, however, eligible for the used oil recycling grant:

<u>DAVIDSON COUNTY /Nashville</u>	<u>MADISON COUNTY</u>	<u>SULLIVAN COUNTY</u>
BELLE MEADE	JACKSON	BLUFF CITY
BERRY HILL	MEDON	BRISTOL
FOREST HILL		JOHNSON CITY
GOODLETTSVILLE	<u>MAURY COUNTY</u>	KINGSPORT
LAKEWOOD	COLUMBIA	
OAK HILL	MOUNT PLEASANT	<u>SUMNER COUNTY</u>
RIDGE TOP	SPRING HILL	GALLATIN
		GOODLETTSVILLE
<u>HAMILTON COUNTY</u>	<u>MONTGOMERY COUNTY</u>	HENDERSONVILLE
CHATTANOOGA	CLARKSVILLE	MILLERSVILLE
COLLEGEDALE		MITCHELLVILLE
EASTRIDGE	<u>RUTHERFORD COUNTY</u>	PORTLAND
LAKESITE	EAGLEVILLE	WESTMORELAND
LOOKOUT MOUNTAIN	LAVERGNE	WHITEHOUSE
REDBANK	MURFREESBORO	
RIDGESIDE	SMYRNA	<u>WILLIAMSON COUNTY</u>
SIGNAL MOUNTAIN		BRENTWOOD
SODDY-DAISY	<u>SHELBY COUNTY</u>	FAIRVIEW
WALDEN	ARLINGTON	FRANKLIN
	BARLETT	NOLENSVILLE
<u>KNOX COUNTY</u>	COLLIERVILLE	SPRING HILL
FARRAGUT	GERMANTOWN	THOMPSON'S STATION
KNOXVILLE	LAKELAND	
	MEMPHIS	
	MILLINGTON	



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GRANT APPLICATION FOR

☐ RECYCLING EQUIPMENT ☐ USED OIL ☐ WASTE REDUCTION ☐ OTHER _____

Return Application to Above Address

Part I

APPLICANT INFORMATION:

Name of Agency/Organization:

Name and telephone number of person responsible for all grant activities (i.e. bidding, purchasing):

Address:

Name: _____

Telephone: _____

Fax Number: _____

E-Mail Address (Required if available):

E-Mail Address: _____
(Required if available)

FEIN#: _____

Type of Organization:

FOR NON PROFIT ORGANIZATIONS:

☐ County

Chartered in Tennessee? Yes ☐ No ☐

☐ Municipality

Date of Charter: _____

☐ Solid Waste Authority

IRS Classification: _____

☐ Planning Region

Attach a copy of approval letter for charter or

☐ For-Profit Organization

501(c)(3) exemption.

☐ Corporation

☐ Proprietorship

☐ Partnership

☐ Not-for-Profit Organization

☐ Other (please specify) _____

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant.

Print or Type Name of Authorized Representative

Title

Signature

Date

Telephone: _____

E-Mail Address (required if available)

Attachment I

Contents of Narrative for Recycling Equipment Grant Applications

1. **NARRATIVE PREPARED BY:** _____

NARRATIVE MATERIAL SUPPLIED BY: _____

2. In order to receive preference, are developmentally disabled individuals being employed currently and on a regular basis? Discuss the number of individuals employed and the type of work performed. How many hours do these individuals work per week?

3. **Equipment description and purpose (Value 05 pts.)**

List the item(s) of equipment requested (in priority order) and give the estimated cost of each item. Price quotes should be obtained prior to application so that estimates are accurate. If equipment costs exceed the maximum \$25,000 grant amount, explain where the additional funds will be obtained and whether these funds are now formally committed. Also, include a manufacturer's specification for large pieces of equipment being requested. Describe the purpose for which each piece of equipment will be used.

4. **Consistency with regional solid waste plan (Value 25 pts.)** **Answer paragraph a. or b.**

a. If your region has not yet met the 25% waste reduction and diversion goal, please summarize Section III of the most recently submitted Annual Progress Report to the 10-year solid waste regional plan developed and submitted by your Solid Waste Planning Board and give specific examples as to how the purchase and operation of this equipment will move the region toward reaching the 25% goal.

b. If your region has met the 25% waste reduction and diversion goal, summarize Section III of the most recently submitted Annual Progress Report to the 10-year solid waste regional plan developed and submitted by your Solid Waste Planning Board and discuss the ways in which the purchase of this equipment will help retain or increase the goal.

5. **Coordination with other solid waste facilities (Value 10 pts.)**

Give a brief but complete description of the **existing** solid waste system in your county or city. Describe how the recycling program is related to, integrated with, or coordinated with the other elements of your solid waste system (collection, transportation, waste reduction, diversion, processing facilities, incineration, and landfill). Provide assurance that the proposed project will not duplicate nor compete for services already being provided.

6. **Program design and efficiency (25 pts.)** **Answer paragraph a. or b.**

a. Describe the **proposed** recycling program in detail. Give the service area and population to be served. Show projected numbers of staff required to operate the program. List materials to be collected and discuss methods of collecting these materials. Identify locations and operating hours of manned collection sites and/or processing facilities. Discuss efficiency of operation and provide details of volumes collected/sold. Identify proposed locations. If available, projected amounts of volumes should be discussed. Provide a description of the facility where equipment will be located. Include pictures inside and outside, if available, or a diagram of the floor-plan.

Attachment I cont.

Contents of Narrative for Recycling Equipment Grant Applications

b. Describe the **existing** recycling program in detail. Give the service area and population served. Show numbers of staff required to operate the program. List materials collected and discuss methods of collecting these materials. Identify locations and operating hours of manned collection sites and/or processing facilities. Discuss efficiency of operation and provide details of volumes collected/sold. Provide a description of the facility where equipment will be located. Include pictures inside and outside, if available, or a diagram of the floor plan. Describe any future expansion to your recycling program and if no expansion is planned, explain why.

7. Demonstration of need (Value 20 pts.)

Indicate whether this equipment is a first time purchase or if it will replace or duplicate existing equipment. Include in your discussion the cost benefits or impact this equipment will have on volume reduction, savings in transporting waste, etc. Indicate the sources of funding available to assure the long term operation of the recycling program. List equipment previously funded through this grant and the waste reduction grant. What is the disposition of this equipment? State how it has been used and the impact it has had on the recycling program.

8. Marketing strategy (Value 10 pts.)

Describe the materials that are currently being recycled and how the requested equipment will be used to increase volumes or assist in meeting material specification required by potential buyers and contracts for materials requiring specialized processing; such as plastic shredded instead of baled. How are recovered materials marketed? Evaluate the long-range stability of these markets. Include specific information about potential buyers and/or end-users. Describe volumes of materials currently stored or being held pending shipment to market. Will the program be coordinated with other counties, cities, or agencies for sales of recyclables?

9. Community education and outreach (Value 5 pts.)

Describe how the recycling program is promoted in the community. Discuss efforts to increase public participation, including children and adults, volunteers, businesses and other agencies in your recycling program. Summarize all educational activities completed in the past 12 months including frequency of activity, content of material presented and numbers participating in the specified activities.